

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE PM-460

For: All FSA Offices

Arkansas Non-Federal – Vacancy Announcement

Approved by: State Executive Director



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Purpose

The purpose of this notice is to transmit vacancy announcement for County Executive Director position (CO-1101-09/11) located in Monticello, Arkansas (Drew County).

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Information

The attached non-Federal vacancy announcement opens April 28, 2003 and closes on May 12, 2003. The announcement sets forth qualifications and gives guidance on how to apply for the position. The vacancy announcement number is AR030007.

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Action

Post the vacancy announcement on the bulletin board or other prominent place in the county office.

Disposal

October 1, 2003

04-25-03

Distribution

All Employees

Vacancy Announcement

DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY

Vacancy Announcement Number: AR030007

Opening Date: 04/28/2003

Closing Date: 05/12/2003

Position: COUNTY EXECUTIVE DIRECTOR (CO)
CO-1101-09 /11

Salary: \$38,936 - \$61,248 per year

Promotion Potential: CO-11

Duty Location: 1 vacancy at Monticello, AR

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
County Office Committee Service

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AR030007

OPENING DATE: April 28, 2003

CLOSING DATE: Applications must be received by close of business on May 12, 2003

POSITION: County Executive Director (CED) CO-1101

SALARY: \$38,936 - \$61,248 per year

GRADE: CO-1101-09/11 level depending on qualifications of the applicant

LOCATION: Drew Dounty FSA Office, Monticello, AR

AREA OF CONSIDERATION: Open to all eligible Farm Service Agency employees Statewide.

Displaced FSA County Office CEDs who apply to this announcement will be given special

DESCRIPTION OF DUTIES:

Incumbent is responsible for directing and managing program and administrative operations. Objectives are properly communicated to and carried out by subordinate employees. Employs, trains, and supervises subordinate County Office and Field employees.

GENERAL QUALIFICATIONS:

All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age. Applicants must be an incumbent or displaced CED; incumbent Farm Loan Manager; a former Farm Loan Manager. The minimum requirement for the lowest grade level (CO-9) of this position is 1 year of specialized experience is defined as experience that equipped the applicant with the p.

KNOWLEDGE, SKILLS AND ABILITIES:

Eligible candidates will be screened on the following knowledge, skills and abilities

1. Knowledge of farming practices and customs and USDA farm programs
2. Ability to identify and solve problems
3. Ability to plan, work, and make decisions independently
4. Ability to interpret and apply written regulations
5. Ability to supervise and direct the activities of subordinate employees
6. Ability to communicate both orally and in writing

Note: There are no special forms for these statements. They may be submitted on plain paper.

BASIS OF RATING:

All applicants will be considered on the basis of their education, experience, supervisory ability, and work record.

PAY, BENEFITS AND WORK SCHEDULE:

This is a permanent full-time non-federal appointment. Selectee will be eligible for promotion.

RELOCATION EXPENSES:

Relocation expenses may be authorized in accordance with applicable procedures.

CONDITIONS OF EMPLOYMENT:

A background security investigation will be required for all new permanent hires. Applicant must be a U.S. Citizen.

OTHER INFORMATION:

Identification of promotion potential in this position does not constitute a commitment.

Before being hired, you will be required to sign and certify the accuracy of the information provided.

This Agency provides reasonable accommodations to applicants with disabilities. The details of accommodations are available upon request.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration.

- Application. You may submit an FSA-675, (Application for FSA County Employment).
- Supplemental KSA statements responding to evaluation criteria.

Employment applications may be mailed through the U.S. Postal Service or any commercial carrier.

Len E. Blaylock, Jr.
State Executive Director
USDA, Farm Service Agency
700 West Capitol Ave., Room 3416
Little Rock, AR 72201

Faxed applications will be accepted by close of business on the closing date. The fax number is (501) 781-1111.

If you have any question regarding this announcement or you need to request an applica
FSA-675 forms may be obtained from any FSA County Office. The use of U.S. Government .

EQUAL EMPLOYMENT OPPORTUNITY:

The Federal Government is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason such as r.